

CLASS SPECIFICATION
Purchasing Division Manager

GENERAL PURPOSE

Under general direction, manages, directs and participates in the centralized purchasing of a wide range of materials, supplies, services and equipment for the City; provides technical support, information and assistance to departments on purchasing issues and development of applicable standards; and performs related duties as assigned. Additionally, manages and directs other City programs as assigned; exercise administrative supervision over division staff; and performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This single incumbent class reporting directly to the Chief Financial Officer/City Treasurer, directs, manages and participates in all activities related to the centralized purchasing of highly varied materials, supplies, services and equipment for City departments. The incumbent is responsible for establishing and administering customer-responsive, cost effective and high quality purchasing standards and procedures that meet all applicable legal requirements; and the overall management, direction and operation of programs as assigned, including establishing operational plans and initiatives to meet division goals. Work requires considerable interaction with other City departments, other government agencies, outside vendors and contractors. Assignments are broad in scope and allow for a high degree of administrative discretion in their execution

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Plans, organizes, controls, manages and evaluates the work of the Purchasing division; with subordinate staff, participates in establishing operational plans and initiatives to meet department goals and objectives; implements departmental plans, work programs, processes, procedures and policies required to achieve overall department performance results; coordinates and integrates department functions and responsibilities to achieve optimal efficiency and effectiveness; participates in developing and monitoring performance against the annual departmental budget.
2. Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; monitors performance and provides coaching for performance improvement and development; provides or recommends compensation and other rewards to recognize performance; takes disciplinary action, up to and including termination, to address performance deficiencies, subject to management concurrence, in accordance with the City's human resources policies and procedures and labor contract provisions.

3. Provides leadership and works with staff to develop and maintain a high performance, customer service-oriented work environment that supports achieving the City's mission, strategic goals and core values.
4. Plans, organizes, manages, directs and participates in the City's centralized purchasing operations; develops or directs the development of formal and informal bids, RFQ's, RFI's and RFP's, ensuring that all applicable legal and contractual provisions are included to safeguard the City's interests; works with departments to ensure purchase requirements are clear and understood, to gather data and to resolve problems and complaints; directs and participates in the solicitation, evaluation and award of bids; conducts pre-bid briefings; performs or assists others in performing price/cost analyses; negotiates contract provisions; may prepare specifications as needed.
5. Determines appropriate contractual instruments for various types of procurement; reviews purchase orders and related documents for completeness, accuracy and compliance with City and department procedures and requirements; reviews and approves vendor and freight invoices for payment; resolves disputed invoices with departments and vendors.
6. Conducts or directs studies to determine best sources of supply for standard and specialized purchases; interviews vendors to evaluate products and services and to obtain comparative information for use in developing bid proposals; makes determinations on the renewal of expiring purchase orders, blanket purchase agreements and open purchase orders; acts as contract administrator for designated service contracts and agreements; provides training and guidance to other City staff on contract administration practices to ensure vendor and contractor compliance with City terms and conditions.
7. Analyzes, develops and monitors department and supplier performance quality measures; evaluates and proposes new procurement programs and processes that will improve cost, quality and customer responsiveness; establishes and enforces internal controls and procedures to ensure purchasing activities are conducted in compliance with all City and other legal requirements.
8. Serves as the City's Procurement Card Coordinator; works with financial institutions and the state to ensure proper application of the state's procurement card program rules and regulations; receives and reviews monthly transaction reports; distributes procurement cards to staff and provides training to staff on the proper use of the procurement card and program rules; audits all procurement card transactions for proper vendor usage, statement and spending reconciliation, payment of sales tax, proper receipt and quotations where required, proper account number usage and signatures by cardholders and supervisors.
9. Confers with Technology Services and other staff to design, evaluate and develop user requirements and enhancements to the City's purchasing system; trains City staff on the use of the City's purchasing system.
10. Plans, organizes and coordinates the division's operations including the City's centralized purchasing operations. Develops or directs the development of informal and formal bids, RFQs, and RFPs ensuring all applicable legal and contractual provisions are included to safeguard the City's interest; works with departments to ensure purchasing requirements are clear and understood; gather data and resolve problems and complaints; directs and participates in the solicitation, evaluation and award of

bids; conducts pre-bid briefings; performs or assists others in performing price/cost analysis; negotiates contract provisions; may prepare or assist in specifications as needed; assigns projects and programmatic areas of responsibility; reviews and evaluates methods and procedures; meets with key staff to identify project priorities and resolves problems.

11. Directs services and activities including monitoring performance against the annual departmental budget.
12. Ensures the maintenance of accurate records of all fiscal, budget, and personnel matters.
13. Directs staff in providing courteous and expeditious customer service to the public and other City departments.
14. Assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs and implements changes.
15. Develop sustainable supply chain operations and initiatives and social responsibility program development.
16. Provides analysis, initiates ideas, gathers customer feedback, and makes decisions in order to support and grow projects for sustainability initiatives.
17. Helps promote sustainability and social responsibility program efforts.
18. Participates in preparing bids, specifications, agenda items, and costs estimates ensuring compliance with contract terms and conditions.

OTHER DUTIES

1. Coordinates with Central Stores staff to re-deploy or dispose of surplus supplies and equipment.
2. Performs special projects as assigned; serves on various City task forces and committees.

QUALIFICATIONS

Knowledge of:

1. Principles, practices, methods and techniques of public agency purchasing and contracting, including competitive bidding procedures.
2. Principles, practices and techniques of contract administration.
3. Basic principles and practices of inventory management and control.
4. Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility.
5. Sources and types of products and services used by a City government.
6. Research methods and analysis techniques.
7. City functions and operations and associated purchasing issues.

8. Principles and practices of sound business communication.
9. Principles and practices of effective management and supervision.
10. City human resources policies and procedures and labor contract provisions.
11. City purchasing and procurement policies and regulations; administrative principles and methods involving goal setting, program development and implementation.
12. Applicable conservation, ecological, and environmental practices including federal, state, and local, laws, regulations and court decisions applicable to assigned areas of responsibility.
13. Policies and procedures pertaining to public works, contract law and inspection.
14. Principles and practices of public administration, including budgeting, contracting and maintenance of public records with emphasis on purchasing operations.

Ability to:

1. Plan, organize, manage and integrate the activities of a centralized purchasing operation to meet City business and operating objectives.
2. Define issues, analyze information and problems, evaluate alternatives and develop sound conclusions and recommendations.
3. Present proposals and recommended courses of action clearly, logically and persuasively.
4. Organize, set priorities and exercise sound independent judgment within areas of responsibility.
5. Develop and implement sound, efficient and cost effective purchasing and contracting standards, procedures and processes.
6. Analyze and evaluate bid proposals, purchase requisitions, specifications and other purchasing-related documents.
7. Negotiate effectively on the City's behalf.
8. Efficiently and effectively conduct vendor and product research.
9. Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
10. Exercise sound, expert independent judgment within general policy guidelines.
11. Principles and practices sound business communication.
12. Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.
13. Plan, direct and supervise the work of staff.
14. Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.

15. Develop and implement goals, objectives, policies, procedures, work standards and management controls.
16. Exercise sound, expert independent judgment within general policy guidelines.
17. Prepare clear and concise records, reports, correspondence, and other written materials and exercise independent judgment and initiative within general policy guidelines;
18. Conduct thorough investigations.
19. Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.
20. Establish and maintain effective working relationships with all levels of City management, staff, vendors, the public and others encountered in the course of work.
21. Provide quality customer service.

Education, Training and Experience:

A bachelor's degree from an accredited college or university with a major in business administration, public administration, finance, operations management or a related field; and at least seven years of progressively responsible experience in purchasing and/or contracting for a variety of supplies, materials, services and equipment; at least three years' experience in a supervisory or program/project management capacity.

Licenses; Certificates; Special Requirements:

A valid California driver's license and the ability to maintain insurability under the City's vehicle insurance policy.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit; talk or hear, both in person and by telephone; use hands to finger, handle and feel computers and standard business equipment; and reach with hands and arms. The employee is frequently required to stand and walk and infrequently required to climb various types of ladders.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve complex problems; use math/mathematical reasoning; perform highly detailed work

under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions, and interact with management, staff, vendors, contractors and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee works under typical office conditions and the noise level is usually quiet. The employee may occasionally be required to work in outside conditions, exposed to wet and/or humid conditions, where the noise level may be loud.